



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

August 5, 2003

Kenneth L. Prickett, Treasurer
Bob Goodlatte for Congress Committee
P.O. Box 292
Roanoke, VA 24002

Response Due Date:
September 4, 2003

Identification Number: C00257956

Reference: April Quarterly Report (1/1/03-3/31/03)

Dear Mr. Prickett:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-On Schedule B of your report, you have disclosed contributions to a federal candidate, political party committee or other political committee. Commission regulations require that these itemized disbursements include the recipient's full name, complete address, date, amount, purpose, state, office sought (House, Senate, or President), and district (if applicable). Please amend your report to include the state and district. (11 CFR §§104.3(b)(4) and 104.9(b))

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.